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*File With Memo  
Records Control Schedule*  
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Chief, Management Staff

Deputy Director of Communications

OC-Functional Files System and Disposition Schedule  
(Short Title - BYFILE)

1. The enclosed Handbook - BYFILE, covers the File Classification System and Records Disposition Schedule of the Office of Communications. The Foreward explains the need in the Office of Communications for standardization and the approach to the problem based on requirements of this Office.

2. This copy is forwarded for your information and with the thought that it may be useful in the furtherance of the overall Agency's paper control programing.

3. Conversion to this system started during the last quarter of 1959 and is almost complete. There is still work to be done in refinement and modifications which will be on a continuing basis; but the major task of establishing file uniformity is in effect and it is already evident that a filing system with a built-in disposition schedule will be of material assistance in the maintenance and disposition of the documents in the Office of Communications.

25X1



Distribution:

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